Section 2: Audit Checklist

Part 10: Fire Protection

ICTI Code Requirement: 2a) that toy factories provide a safe working environment for their workers and comply with or exceed applicable local laws concerning sanitation and risk protection; 2d) that there are adequate and well-identified emergency exits, and that all workers are trained in emergency evacuation procedure;

Emergency Preparedness

10.1 Does the factory have an adequate written emergency preparedness plan to handle natural disasters, fire emergencies, and industrial accidents?

Factory Guidance

- Management should establish an overall written program to address fire hazard and preparedness for emergencies. Emergency actions should include a written plan listing, in detail, the procedures to be taken in the event of a fire.

Emergency Plan Contents:

- The factory information describes key elements of the factory. This is useful for new workers and response agencies, such as local fire departments.
- Information so that workers know how to report an emergency. This may include the activation of pull alarms or notifying the factory security center. Consideration should be given to methods of notifying local agencies such as the fire department.
- Alarms and signals to alert workers should be identified; this may include audio alarms, highly visible lights, and/or a public address system. Consideration should be given to the potential for loss of electrical power in the event of a fire and alternatives and “back-up” to mains powered alarms should be in place. Management and workers should know what actions to take when an emergency alarm is activated.
- All emergency phone numbers should be identified, listed in the emergency preparedness plan, and posted. All workers should know how to report an emergency. Emergency phone numbers should include any factory numbers, local agencies, and any emergency-response personnel.
- All responsibilities should be clearly defined for management and workers. Management should determine its strategy for responding to fire emergencies.
- A chain of command should be established to minimize any confusion. Personnel should be identified to coordinate the emergency-response actions.
- Detection and alarm systems should be identified and described. Testing and preventative maintenance procedures should be included.
- Diagrams should be developed for critical information. Evacuation routes, exit doors, fire extinguishers, and other critical elements should be visually displayed for all workers. If the fire sprinkler system or standpipe system is used, all critical controls/valves should be clearly identified.
- Assembly areas should be established and marked for all workers. Accounting for workers can be performed at assembly areas. All assembly areas should be established at safe distances from fire hazards and clear of emergency vehicle traffic and activities.
- Search and rescue procedures should be established. Only trained and authorized personnel should attempt search and rescue.
• Procedures for shutting down equipment during emergencies should be established. Equipment operators should know the proper actions to take during an emergency.
• Contracting companies are likely to require a recovery strategy as well as emergency safety strategy. A recovery strategy should include plans to restore the operations. This should include a list of contractors who can provide equipment and services for operations. Additional consideration should be given to temporary contractors who can provide manufacturing services.

Audit Checklist

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10.2 Are workers trained on fire prevention and emergency preparedness plans during orientation training and semi-annual refresher training?

Factory Guidance
• Fire prevention and emergency preparedness plans training should be provided to all workers during orientation and semi-annual training.
• Managers, supervisors, and workers should be knowledgeable and informed of fire prevention procedures.
• Fire protection procedures should include hot work permits, storage and handling of combustible materials, housekeeping, fire extinguisher, and fire hazard identification.
• All workers should understand basic emergency action plans including alarm signals, emergency shutdown, primary/secondary exit routes, and assembly areas pertaining to their work assignments.
• All workers should know how to safely evacuate from their work areas during emergencies.

Audit Checklist

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Section 2: Audit Checklist

10.3 Have sufficient site coordinators been designated and trained to administer the fire prevention procedures and emergency preparedness plans?

Factory Guidance

- A coordinator per floor should be designated to assist management in assuring that all elements of the fire protection and emergency preparedness program are in place and working. The coordinators should have recognized training of emergency preparedness planning and all elements of the factory’s fire protection plan.
- There should be at least two (2) emergency coordinators per shift; (Updated on August 1, 2016)
- Fire and emergency coordinators should be clearly recognizable to ensure they can be identified during an emergency. Such as: 1. Armbands; 2. Visible badges or flag; 3. Uniforms of a different color than others workers. (Updated on August 1, 2016)

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Name and title of the coordinators:/Date of training:

Exit and Evacuation

10.4 Does the site have an emergency alarm system for notifying personnel to evacuate the site?

Factory Guidance

- The alarm system to notify workers of emergencies and evacuations should be clearly recognizable during emergency conditions. Horns, sirens, smoke alarms, public announcement systems, or other alarm devices should alert workers of an emergency. Consideration should be given to the potential for loss of electrical power in the event of a fire and therefore “back-up” alarms should be in place. All alarm systems and fire protection systems should be maintained and tested at least monthly.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Frequency of test:/The latest date of test:
Section 2: Audit Checklist

10.5 Are functional emergency lightings installed in appropriate locations and inspected periodically?

Factory Guidance
- Emergency lightings should be available and functional to illuminate emergency exit paths. All emergency lighting should be maintained and tested at least monthly. The tests must be clearly documented.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Frequency of test:/The latest date of test:

10.6 Are aisles and emergency exit doors clearly marked, illuminated, accessible, and kept clear of obstructions, internally and externally?

Factory Guidance
- Exit paths should be illuminated to assist people in traveling to the emergency exit doors. All illumination should be reliable during an emergency. Exit paths should be clearly identifiable and clearly marked with visible signs if the path is not immediately apparent. Floor markings and arrows are often used to direct people to the emergency exit doors. Exit paths should be clear and consideration should be given to adequate path width for occupancy. Exit paths should not be routed through boiler rooms and other high hazard areas. Exit paths and exit doors should be distinguishable during emergency conditions. Exit doors should be marked and illuminated to provide a visible sign during emergencies. Proper access for fire department vehicles and other fire-fighting equipment in the factory premises. Exit doors leading to streets or other areas where vehicles are present should be posted to alert workers of hazard. If possible, barriers or guards should be placed on the exit discharge area to protect the worker from vehicles. Guardrails are often used to direct the workers out of danger. Weekly inspections should be conducted to ensure the area is free of obstructions on the exit paths, exit door, and discharge area. The exit doors, path, and discharge area should be kept clear of obstructions.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Frequency of inspection:/The latest date of inspection:

Specific Criteria:
- Exit signs illuminated all time?
10.7 **Are evacuation routes posted in the work areas with clear directions in the native language on how to exit?**

*Factory Guidance*
- Emergency routes and exit doors should be clearly posted on a wall diagram to show workers the primary and secondary emergency routes for evacuating the building. The diagram should clearly show all the below key information:
  - “You are here”
  - Emergency routes
  - Exit
  - Fire fighting equipment
- The diagram should be displayed in all major areas in a highly visible area unless the factory can provide an alternative way to ensure that workers know how to evacuate and where to assemble. Evacuation instructions should be in the local language of workers so that workers can read and understand the instructions.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

10.8 **Does each worker have access to an appropriate number of properly located emergency exits?**

*Factory Guidance*
- As a minimum requirement, two remotely located exits should be provided for each floor. This provides an alternate exit in the event that the primary exit is blocked by fire. The recommended distance to the exit should be no more than 60 meters (200 feet approx.) in an un-sprinklered industrial or general office building, or follow local fire safety regulations, whichever is more stringent. This does not apply to small offices.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
Section 2: Audit Checklist

10.9 Are doors, passageways, or those that could be mistaken for emergency exits, appropriately marked “NOT AN EXIT”?

Factory Guidance
- Doors and paths to be used for exiting during an emergency should be clearly marked as an exit or escape route and workers should be trained to follow the appropriate sign during an emergency. Doors not leading to an emergency exit should not be marked in any way that would cause workers to use them during an emergency. If a door between departments is being used as an exit or it could be mistaken for an exit, consider (but only if it makes sense) marking it appropriately to prevent employees from entering during an emergency. However, training to follow one exit route is an alternative to such “NOT AN EXIT” markings.

Audit Checklist
☐ Yes / ☐ No [Non-compliance]

10.10 Do emergency exits doors open freely (unlocked) in the direction of travel, and without any special knowledge to open?

Factory Guidance
- All exit doors should be free to open. Exit doors should open and swing in the direction of evacuation and workers should be able to open the door without any special knowledge or hardware such as keys.
- Exit doors should be side-hinged.
- Revolving doors are prohibited from serving as emergency exit doors as they will not allow adequate and safe evacuation from a building.
- Sliding doors and overhead gates are not encouraged, but if they exist, they should be kept in an “open” position, and unintentional closing cannot occur whenever the premises are occupied.

Audit Checklist
☐ Yes / ☐ No [Non-compliance]
10.11 Have semi-annual emergency evacuation drills been conducted with detailed records including dates and results?

Factory Guidance

- Emergency evacuation drills should be conducted to ensure workers are knowledgeable and trained on emergency plans. Emergency drills test the effectiveness of the emergency preparedness plan. Management and workers, on all shifts, should rehearse their emergency action plans. Management should set goals for timely exit during emergency exit drills.
- Factory with sprinklers or fire hydrants installed, at minimal semi-annual drills should be conducted.
- Factories which do not have sprinklers or fire hydrants installed must conduct drills at least once a quarter. (Updated on August 1, 2016)
- At least one of the drills should be conducted in peak season.
- Additional emergency exit drills should be considered where there are significant numbers of workers who have not participated in an emergency exit drill. This is to be scheduled when more than 30% of the workers are new or at such time as may be determined by the management in conjunction with the EHS coordinator.
- The detailed results, such as date of drill, participant percentage, evacuation time should be also documented. Video record and the summary report of emergency evacuation drills should be maintained.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Production/Dormitory areas: Latest drill date, participant percentage and evacuation time:

Specific Criteria:

- At least one drill in peak season?
- Video records available?

Housekeeping

10.12 Is trash stored in non-combustible containers and emptied on a regular basis?

Factory Guidance

- To minimize fire hazards, trash (rubbish) removal should be done regularly and in accordance with the rate of generation. Dedicated non-combustible containers for trash (rubbish) removal should be provided and in place both inside and outside the factory.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Frequency of collection:
10.13 Are inflammable scraps, debris and waste materials (e.g. oily rags) stored in covered metal containers and removed from the work site promptly?

Factory Guidance

• Management should ensure that precautions, such as the availability of suitable covered metal receptacles are provided for combustible industrial scraps, waste (e.g., oily rags) and other debris and promptly and properly emptied and disposed of.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

10.14 Are the areas free of excessive combustible materials?

Factory Guidance

• Excessive combustible materials should be removed from the workplace to reduce the potential for fire.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

10.15 Are floors kept clean from spills and materials?

Factory Guidance

• Spills and loose materials (for example, parts, waste items, etc.) should be promptly removed from all floor areas. Spilled and loose materials can contribute to fires starting and/or spreading and also can create slip, trip, and fall hazards, particularly during fire emergencies.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
Section 2: Audit Checklist

10.16 Are containers of flammable and combustible materials properly stored, and labeled with their contents and hazard warnings in local language?

Factory Guidance

- Storage containers of flammable and combustible materials should be labeled with their contents and hazard warnings in the local language so that workers will understand the hazards and proper handling procedures. Primary containers of flammable materials should not be combustible [a one-day supply in closed plastic bottles is acceptable at work stations where no naked flame is present]. Glass is not to be used unless materials involved are corrosive. When not in use, storage containers of flammable liquids should be closed to prevent ignition and the creation of hazardous atmospheres, and stored in suitable cabinets, containers, or buildings.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

10.17 Are smoking rules observed?

Factory Guidance

- If local regulations and/or factory management prohibit smoking in the workplace, management should ensure this is communicated to all personnel and enforced.
- If local regulations permit smoking, designated areas should be established for smoking. These designated areas must be located away from flammable and/or combustible materials, and be formally posted “Designated Smoking Area”.
- All use and storage locations of flammable and combustible materials, and wherever danger could be caused by ignition, should be identified and posted with appropriate “NO SMOKING” signage. Management should ensure that all personnel including contractors adhere to the posted safety warnings. “NO SMOKING” signs should be posted in hazardous areas where chemicals containing flammable/combustible materials are used.
- Fire extinguishers should be placed in “Designated Smoking Area” with routine inspection.

(Updated on August 1, 2016)

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Non-smoking areas/Designated smoking areas:
Section 2: Audit Checklist

10.18 Is heat producing equipment such as portable heaters, motors, ovens, etc., kept clear of combustible materials (including dust, grease, oil, and fibers)?

Factory Guidance

- Heat-producing equipment such as portable heaters, motors, ovens, etc., should be kept clear of combustible materials (including dust, grease, oil, and fibers). Hazardous accumulations of dust, grease, oil, or fibers can be ignited by electrical sources, such as arcs.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

10.19 Are materials properly stored inside and outside of the building?

Factory Guidance

- Empty pallets can pose several hazards. In addition to being combustible, pallets can be hazardous if improperly stored on their edge or side as they may fall or tip over and strike personnel or equipment. Pallets should be stored in safe and stable stacks in dedicated locations. If the storage areas are sprinklered then it is recommended that stacks over 6 feet or 2 meters in height should be avoided as they may defeat the sprinklers installed for that area.
- Pallets should not be left blocking aisle ways, exit points, emergency equipment, etc. Damaged pallets should be removed from use promptly and properly repaired or discarded. Combustible materials (e.g., packaging) should be stored to ensure adequate access for fire fighting. Storage practices should include proper stacking and placement of cartons and un-cartoned goods.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
Section 2: Audit Checklist

Electrical

10.20 Are electrical equipment and wiring properly maintained, covered/insulated to prevent exposure of wires?

Factory Guidance
- All electrical wiring should be properly located, supported, and protected, so as not to create a tripping or overhead hazard, or be struck by equipment during normal operations. All electrical leads on factory equipment should be three-prong grounded or double insulated. Frayed and worn cords should not be used. It is recommended that suitable written procedures and documentation should be kept to ensure that all electrical wiring is of proper wire size, adequately insulated, properly connected, and free of hazards. Electrical equipment and protective devices should receive regularly scheduled maintenance. A qualified electrician should be available to monitor the electrical system and provide maintenance.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Number and name of qualified electrician/Certification number and expiry date:

10.21 Are wires properly attached to fixtures, plugs, circuit breakers, and other equipment?

Factory Guidance
- Only fixtures, plugs, circuit breakers, and other equipment, which comply with recognized standards, should be used. Improper temporary wiring (e.g. bare wires in socket, without plug) should not be permitted.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

10.22 Are covers in place for junction boxes, outlets, panel boards and are they free from obstruction?

Factory Guidance
- All junction boxes, outlets, and panel boards should be guarded with secured enclosures or covers. Electrical panels, junction boxes and outlets should be readily accessible and free from obstruction.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
Section 2: Audit Checklist

10.23 Is there a lightning protection system?

Factory Guidance
- A lightning-protection system provides protection for circuits and electrical equipment and prevents fires. The system should be regularly inspected and inspection/maintenance should be documented.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Date of the latest inspection/maintenance: The inspection company:

Special Hazards

10.24 Are flammable materials properly stored in metal safety cabinets and/or properly ventilated flammable storage rooms with appropriately protected electrical systems?

Factory Guidance
- Only proper piping, containers, tanks, and approved rooms designed, safeguarded, and constructed specifically for the storage and handling of flammable and combustible liquids, including waste solvents, should be allowed for use. When not in use, containers of flammable liquids should be closed to prevent ignition and the creation of hazardous atmospheres. All electrical fixtures, switches, and circuits inside a flammable and combustible liquid storage room should be appropriate for hazardous locations (i.e., explosion-proof).

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

10.25 Are flammable liquids stored in appropriate containers and equipped to prevent the build-up of static charge during dispensing?

Factory Guidance
- Flammable liquid storage drums and dispensing containers should be grounded, and dispensing containers should be electrically grounded during dispensing or transfer of the flammable liquid to prevent the build-up of static charge.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
Section 2: Audit Checklist

10.26 Is secondary containment used for bulk liquid chemical storage?

Factory Guidance
- Bulk containers (i.e., drums or tanks) should be stored in areas with secondary containment to prevent a leak or spill from migrating out of the storage area.
- Individual containers in the production area should have a volume less than 1 litre, secondary containment is not mandatory.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

10.27 Does the site have a hot-work procedure established for operations using flames or producing sparks (welding/grinding/cutting/brazing/soldering)?

Factory Guidance
- Site procedures should include a written hot-work permit procedure. Hot work permit system should include on-site contractor. Hot-work is defined as the use, outside of normal work areas, of flames (e.g., cutting torch, brazing) or spark-producing activities (e.g., welding, grinding metal) which are capable of igniting combustible materials. A review by factory safety officer, of any area where hot-work is planned is required to identify specific hazardous areas. Hot-work in hazardous areas can result in explosions and fires. Hazardous areas generally include areas with flammable liquids and/or gases. Flammable and combustible material should be removed and/or protected from the hot-work. Special precautions, such as using fire-resistant covers, to cover areas/equipment that cannot be removed from the hot-work area, and controlling potential migration of hot sparks and slag to other floors/areas, should be taken prior to the commencement of hot-work. An assigned safety officer should regularly and frequently monitor the hot work process. Depending on the hazards present, a fire watch should stay at the hot-work area for 30 to 60 minutes following completion of the hot-work. A fire can be initiated up to several hours after the hot-work is completed, if the area is not protected during the hot-work. Fire extinguishing equipment suitable for potential hazards present should be maintained in a state of readiness for immediate use. Welding equipment should be properly used and all cables maintained in good condition.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Document Number/Name:/Date of Issue:/The latest hot-work permit issue date and expiry date:/Qualified workers number, name and ID:/Fire watch person:
Section 2: Audit Checklist

10.28 Are gas cylinders properly marked, used, inspected, stored and secured?

Factory Guidance

- Cylinders with unprotected valves can pose a serious hazard when the valve is impacted. Cylinders have been known to break through concrete walls when their valves are broken. Content labels (e.g. propane, oxygen, etc.) should be legible, written in the appropriate language(s), and prominently displayed on containers of hazardous chemicals, including all compressed gas cylinders. Personnel training should include an explanation of the labeling system. All flammable gas cylinders should be stored at least 25 feet [7.5 meters] from open flames or possible sources of ignition, in temperatures below 1250°F [510°C], and away from contact with electrical apparatus. All storage locations of cylinders should be properly selected, constructed, identified, marked with appropriate warning signs, and secured. Cylinders should be stored in an upright position, and be properly stored to prevent tipping and/or falling. Cylinders should be moved by a means of a suitable handcart (or equivalent) with a chain or belt for securing the cylinder. Cylinders should be transported in a vertical position. It is important that the Liquid Petroleum Gas cylinders be stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder. This is generally a vertical position. The valve should be closed when not in use, being transported, or when empty. Periodic inspection of compressed gas cylinders should be part of the site's compressed-gas written policies/procedures. The inspection should focus on corrosion, general distortion, cracks, deep rust, leakage, or other defects. Unapproved or makeshift compressed gas apparatuses should not be used. Under no circumstances, should cylinders be used as rollers/supporters or other storage. Stored oxygen cylinders should be separated from fuel sources and combustible materials. It is recommended that oxygen cylinders be separated from fuel gas cylinders by a minimum distance of 20 feet [6 meters] or by a non-combustible barrier at least five feet [1.5 meters] high, having a fire resistance of at least one-half hour. Workers working with compressed gas should be trained on proper handling and use.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Date of latest inspection:
10.29 Are combustible dust operation areas maintained and clean (wood/flour/starch)?

Factory Guidance
- Combustible dust and particulate should be properly removed from operation areas to prevent the creation of a hazardous atmosphere. Collection equipment used is to be cleaned regularly.
- Sweeping of materials is acceptable only for the minor amounts of dust or particulate created by leakage from the vacuum collection equipment. Blowing with an air-line is not a proper method of removal and is unacceptable.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

10.30 Are solvent spraying, coating or dust-producing operation areas maintained and constructed of non-combustible materials with adequate ventilation and/or at least 20 feet (6 meters) from flames, sparks, operating electric motors, and other ignition sources?

Factory Guidance
- Solvent spraying areas should be kept free of ignition sources such as open flames and sparks. All spraying areas should be kept free of the accumulation of spray residue. All spray booths should be constructed of non-combustible materials to prevent the spread of fire. This includes spray booth floors and baffles. Belts, pulleys, and other power transmission devices should be constructed in such a way to prevent accumulation of spray residue.
- Adequate ventilation and design of drying spaces is essential to control heat accumulation and contact with ignition sources. Where adequate ventilation is not provided, electrical equipment (lights, switches, outlets, motors, etc.) designed and approved for the specific use in hazardous environments and atmospheres should be used (i.e., explosion-proof and be properly located when installed.)
- Spray residue can be a potential explosive and/or fire hazard. Monthly cleaning is recommended. Ducts and filters should be scheduled for inspection and, if necessary, cleaning at least quarterly.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
Section 2: Audit Checklist

10.31 Is adequate local ventilation present to prevent accumulation of flammable vapors during spraying operations?

Factory Guidance

- All spraying areas should be provided with local ventilation that adequately removes flammable vapors, mists, or powders and also provides adequate volumes of quality make-up air in enclosed areas. Spray booths using exhaust air filters should maintain an average air velocity of 100 feet per minute [30 meters per minute] at the position of work-pieces and be measured quarterly.
- It is recommended that filters be cleaned or changed at least quarterly.
- Contaminated air should not be circulated or allowed to re-enter into another makeup air unit intake.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Velocity measurement frequency, measurement result:/Filter cleaning frequency:

10.32 Are personnel properly trained in the handling and use of flammable and combustible materials?

Factory Guidance

- Only personnel trained in chemical safety, grounding, and fire prevention should transfer or withdraw flammable and combustible liquids. Where workers are employed in areas in which flammable and/or combustible materials are to be found, they must understand the proper handling procedures and the hazards such materials may represent.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Date of the latest training, departments and workers name:
Section 2: Audit Checklist

Fire Extinguishers

10.33 Are adequate and appropriate fire extinguishers available, clearly marked, visible, and accessible?

Factory Guidance

- Local law requirements should be checked and followed. In the absence of the local law requirements, the following guidelines should be used: Portable fire extinguishers should be available for the trained emergency response workers. The fire extinguishers should be selected and distributed in accordance with the size and degree of hazard affecting their use and expected class of workplace fire. Generally, the distance to a fire extinguisher should not exceed 23 meters (75 feet approx.). Fire extinguishers should be located high enough above floor level to be visible and avoid obstruction, to be located, mounted in an upright position up to 1.5 meters (4.6 feet approx) to the top of the extinguishers, and identified to be readily accessible and not subject workers to possible injury. Areas protected by fixed extinguishing systems that use extinguishing agents in concentrations known to be hazardous to worker safety and health, should be posted with appropriate hazard warning or caution signage at the entrance location of the hazardous area.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

10.34 Are fire extinguishers fully charged and visually inspected monthly?

Factory Guidance

- A system of inspecting, maintaining, and recharging of all portable fire extinguishers should be in place. Portable extinguishers should be visually inspected each month and recorded on a tag attached to each extinguisher. Annually, all portable fire extinguishers should be given a thorough and documented maintenance check only by a qualified safety officer or equivalent.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Frequency of inspection, date of the latest inspection:

10.35 Are emergency response personnel trained on proper use of fire extinguishers?

Factory Guidance

- Annual fire extinguisher training and education for emergency response workers who are expected to use fire extinguishers should be provided and documented. Workers who operate extinguishing systems should also be trained annually.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Frequency of the training and date of the latest training:/Names of the trained department and number of the trained workers:
Section 2: Audit Checklist

10.36 Are other fire fighting equipment routinely inspected and maintained?

Factory Guidance

- All other fire-fighting equipment such as fire hydrant, sprinkler systems etc., where installed, should be inspected by an external party periodically to ensure all equipment is effective, at least on an annual basis.

  - The external inspection party can be representatives from the fire department at the county, prefectural or higher level, or an independent fire inspection company qualified by the government. The factory should provide a copy of said party’s qualification certificate issued by the government for our review.

  - The external inspection must at least include the fire extinguishers, fire alarm system, fire hydrants, and sprinkler system (if installed).

- The factory should have proof of adequate water supply for fire hydrants or sprinklers systems. (The factory will need to prove onsite that the fire-fighting system is functional when necessary.)

  - If suction tank, elevated tank or reservoir is installed in the factory, water level of these facilities should be evaluated by facility coordinator to ensure adequate water supply, and inspection records should be documented monthly. Metering device should be installed in suction tank or elevated tank to evaluate the water level. The water level should be within 1 foot (0.3 meter) of the tank’s full capacity.

  - If these facilities are connected to a public water supply, the factory needs to provide an external inspection report as proof of adequate water pressure (external report should be provided at on annual basis).

- Internal inspection should be conducted on all firefighting equipment at least on a monthly basis. As a minimum it must include the fire extinguishers, fire alarm system, fire hydrant, sprinkler system (if installed).

- Fire-fighting equipment should be used only for fire-fighting purposes.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Frequency of inspection and date of the latest inspection:

10.37 Are fires investigated to determine root causes and examined to prevent a reoccurrence?

Factory Guidance

- All fires should be investigated in order to identify root causes and a strategy for preventing recurrence should be in place.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]